

# Catalyst Cymru: Broadening Horizons Widening your Networks – Host a visit 2023 Guidance

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## INTRODUCTION

As part of the [Catalyst Cymru: Broadening Horizons](#) project we are working with our project partners;

- Disability Wales,
- Pride Cymru
- Ethnic Minorities Youth and Support Team (EYST)

to facilitate visits for their member organisations/volunteers.

## AIMS

The aim of the visits is to provide an opportunity to initiate / progress work in becoming a more diverse and inclusive organisation. This could involve reaching new audiences and supporters and attracting new volunteers, board members and staff to ensure our heritage is accessible for all.

The aim is for heritage organisations to co-design a relevant programme of activity with the visiting group. Potential examples could involve a guided tour or opportunity to take part in a learning / volunteering activity. There could also be online opportunities e.g., virtual tours.

## ELIGIBILITY

To be eligible to host a visit, organisations must:

- Have charitable purposes. Eligible organisations include: community groups (constituted), registered charities e.g., Trusts, Charitable Incorporated Organisations (CIOs), Community Interest Companies (CICs) and Community Benefit Societies. NB: CICs must be limited by guarantee to be eligible.

- Have a minimum of three unrelated trustees or directors in line with best practice and Charity Commission requirements.

- Have the following in place:

Equal Opportunities policy

Health and Safety Policy

Safeguarding Policy

Volunteering Policy

Public liability insurance

- Before the visit, you would need to provide a copy of the Risk Assessment for any activities planned (including designated leaders for the activities)

- A focus on one or more of the following areas of Heritage:

Historic Buildings\* and Monuments

Community Heritage e.g. a project focusing on a local area to improve/restore/interpret the natural or built environment

Cultures and Memories e.g. celebrating diverse cultures through the

arts/oral history projects

Landscapes and Natural Heritage e.g. promoting nature/biodiversity

Industrial, Maritime and Transport

Collections (incl. Museums, Libraries and Archives)

- Have buy-in from the organisation to make the time commitment required to undertake planning and hosting a visit. To help demonstrate this, we require contact details from representatives of both the trustee board and staff team (as applicable) on the application form.
- One of these representatives should be able to commit to attending one two-hour online event in February/March 2023 to meet representatives from Disability Wales, Pride Cymru and EYST to introduce your organisation's work.

## **HOW TO APPLY**

At present we have capacity to work with 21 heritage organisations to facilitate visits.

If places are over-subscribed, we will also consider applicants location and type of heritage to ensure varied representation.

Please note, Catalyst Cymru cannot guarantee all organisations who are eligible will be matched with a visiting group.

If you are interested in hosting a visit (which could also be an online opportunity) the process would involve:

1. Completing the Expression of Interest form. To register your interest in participating and to be sent an Expression of interest form, please contact Siobhan Hayward, Catalyst Cymru Officer - [shayward@wcva.cymru](mailto:shayward@wcva.cymru)
2. Attending one two-hour online event in February/March 2023 to meet representatives from Disability Wales, Pride Cymru and EYST to introduce your organisation's work.
3. Following the event you would be matched with one of the partner organisations who will facilitate an initial visit between your organisation and one of their member organisations / volunteers.

## TIMETABLE

Deadline for submission of Expression of Interest Forms	6 February 2023
Advisory Group Approval Meeting	16 February 2023
Introductory Event	27 February 2023
Introductory Event	2 March 2023
Introductory Event	9 March 2023
Matched with partner organisation (EYST, Disability Wales, Pride Cymru)	March /April 2023
Hosting Visits	April – December 2023

Organisations hosting visits will also be eligible to apply for a Community Grant between £500 - £3,000. The grants can support actions to enable you to become a more inclusive organisation

The grant window will open in early 2023.

If you would like an informal chat before you complete the form, please contact Siobhan Hayward [shayward@wcva.cymru](mailto:shayward@wcva.cymru)